

January 18, 1966

Mr. Emmett D. Echols
Director of Personnel
Central Intelligence Agency
Washington, D. C.

Dear Mr. Echols:

The Training Officers Conference (TOC) and the Washington, D. C. Chapter, American Society for Training and Development (ASTD) are inviting nominations for the Joint TOC/ASTD Awards Program. The purpose of these Awards is to recognize excellence both in Government and in private industry in the Washington, D. C. area.

This is the first year that TOC and ASTD have joined together for a single awards program. Three Awards will be made:

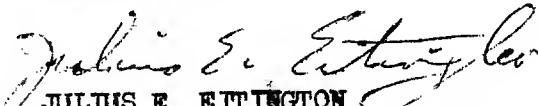
- An Individual Award to a trainer
- An Organizational Award to either a training or line organization
- A "Young Trainer of the Year" Award to a person not over 30 years of age.

Hopefully, the joint program and the limited number of awards will greatly increase their meaningfulness and prestige. The enclosed announcement gives you details about the Awards and the nominating procedure. The closing date for nominations is February 15, 1966. For additional announcements or information call IU 9-3311 (Code 148, ext. 3311).

We look forward to your participation in this program.

Sincerely,


FRANK P. WALSH
President, Washington, D. C.,
Chapter, ASTD


JULIUS E. ELLINGTON
Chairman, TOC

Encl.

Director of Training
819 - 1000 Glebe

We discussed this with [REDACTED]
who suggested that we invite you to suggest
any names that you want to nominate.
[REDACTED] then plans to discuss it with
Colonel White.

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Exec. Asst. to D/Pers 5E56 x6824 5 APR 1965

TRAINING OFFICERS CONFERENCE

Washington, D. C.

The Honorable John A. McCone
Director
Central Intelligence Agency
Washington, D. C. 20505

March 31, 1965

Dear Mr. McCone:

President Johnson has emphasized that he expects a high level of performance from every Federal employee. An effective method of attaining and maintaining high productivity is through improved training.

The Training Officers Conference invites you to make nominations for its Distinguished Service Awards Program. This program affords the training community an opportunity to grant recognition to its most distinguished members. The Awards will be presented at the TOC luncheon, to be held on June 8, 1965, at the Presidential Arms. We are specially soliciting your personal nominations, knowing that you, as head of your organization, will be eager to see that appropriate recognition is given to those of your people who may deserve this honor.

To make the final selections from those nominated we have the services of a distinguished Board of Judges: The Honorable Maurine Neuberger, U. S. Senator from Oregon; Mrs. Katharine Graham, President, The Washington Post; The Honorable Elmer B. Staats, Deputy Director, Bureau of the Budget.

We are sending your Director of Personnel additional information and nomination forms, to facilitate your response. The closing date is April 27, 1965.

Sincerely yours,

MAURINE SPECTER
Chairman

TRAINING OFFICERS CONFERENCE

Washington, D. C.

Mr. Emmett D. Echols
Director of Personnel
Central Intelligence Agency
Washington, D. C.

April 1, 1965

Dear Mr. Echols:

As in past years, the Training Officers Conference is now requesting heads of agencies to assess carefully the work of those employees who may have made highly significant contributions to training and development programs within their agencies. We have asked that those personnel who have made such accomplishments, and meet appropriate criteria, be nominated for a Distinguished Service Award.

Agency heads and their personnel and training staffs obviously are in an excellent position to make such reviews and nominations. The enclosed announcement gives you details about the Awards and the nominating procedure. (The closing date is April 27, 1965.)

We are looking forward to receiving your nominations.

Sincerely yours,

JAMES SPECTER
Chairman

Encl.